

## Catawba County Emergency Medical Services

### **Reserve Employees**

This policy addresses policies related to part-time or “reserve” employees.

- Reserve staff members must work a minimum of sixteen (16) hours during any calendar month. This is in addition to any continuing education, meetings, etc...
- If at the end of any calendar month, the employee has not worked a minimum of 16 hours; he or she will be subject to disciplinary action up to and including termination.
  - Exceptions will be handled on a case-by-case basis and must have the approval of the EMS Manager.
- When a reserve has a scheduling conflict after accepting a shift it will be that reserve's responsibility to provide coverage for that shift. Exceptions for illness and emergencies may be made. The reserve must inform the on-duty Shift Supervisor of the change in coverage at the earliest opportunity.
- Generally reserve employees may not work on a transport unit with another reserve employee.
  - Exceptions
    - Out of town transports may be staffed with two reserve employees.
    - In emergency situations, the Crew Chiefs and Supervisor on duty have the authority to suspend this policy, only until other arrangements can be made.
- Reserve employees may request a leave of duty for a period not to exceed six months.
  - The reserve employee is responsible for ensuring submission of timesheets during this time period and ensuring that he/she completes all mandatory training prior to the end of the six months and prior to returning to duty.